



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMKO-AB-MWR-SPTS

17 March 2006

AREA II COMMAND POLICY #1-14

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reservations for Area II MWR Athletic Fields

1. PURPOSE: To establish Command Policy for Utilization of MWR Sports Athletic Fields for Sports and Fitness Activities.
2. APPLICABILITY: This policy applies to all MWR Athletic Fields and facilities in Area II.
3. GENERAL:
  - a. This policy is intended to ensure that all MWR Athletic Fields are utilized in accordance with Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities, dated 15 August 2005, and are maintained and scheduled on a reservation system which is intended for support of the entire military community. This policy covers all Child Youth Services (CYS) and military designated fields in Area II.
  - b. The Yongsan MWR Sports Director is responsible for ensuring that the reservation policies and procedures are strictly adhered to at all times. The Sports Director is also responsible for maintenance and upkeep of all fields, and will enforce safety procedures and disallow unsafe acts. Reservations can be made in person at Collier Field House (Building #5200), K-16 Gym (Building #S158), 741-6328 and Camp Market Gym (Building #S1538), 722-3350 or by telephone at 736-4588.
  - c. The youth designated athletic fields while being maintained by the Yongsan MWR Sports Director are under the operational control and scheduling of the Youth Sports Director. Reservations can be made in person at the Youth Services Gym (Building #4216) or by telephone at 738-5567.
4. Reservations will be granted to authorized ID Card holders only, on a first come-first served basis. Reservations will not be granted to family members less than 19 years of age. Reservations can be taken up to 72 hours in advance of the date required, beginning at Collier Field House or the Youth Gymnasium at 0800 daily. See paragraph 5 below reference field use by Non-SOFA organizations. Reservations are limited to only two (2) reservations within a 4-day period.

IMKO-AB-MWR-SPTS

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a. Teams holding reservations will be responsible for policing of field during and following use. The use of field lights for night play is approved with the provisions that the lights are utilized and turned off immediately following field use. Reservations may be cancelled for military emergencies or commitments.

b. Units or organizations having special requirements such as unit training, organization days and change of command may submit a written request for exception to the 72 hour policy to the Yongsan Sports Director to gain approval in advance in order to permit needed time for field preparation. However, there will be no recurring reservations authorized. No vehicles or military equipment will be authorized on MWR Athletic Fields without the approval of the Installation Commander or his designated representative.

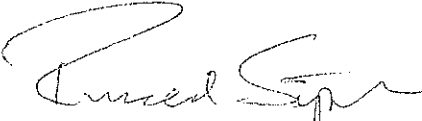
5. The use of fields by non-SOFA organizations, teams or individuals will be strictly controlled, with all requests submitted in writing with the use of the field clearly defined, name of Non-SOFA organization, to include a roster or list of all non-SOFA personnel attached, with country of origin and Identification ID or passport number. This written request will be routed through the Director, MWR, Area II Support Activity to the Commander, Area II Support Activity.

a. Military and SOFA Teams have first priority for Area II Athletic Fields. Reservations by Non-SOFA organization can be cancelled with up to 24 hours notice due to a military/SOFA field requirement.

b. The request will contain a No Liability Statement signed by each Non-SOFA individual in the event of injury to non-SOFA personnel.

6. The proponent of this policy memorandum is the DMWR, Area II Support Activity who has delegated the day-to-day operation of the reservation system to the Yongsan Sports and Youth Sports Directors.

Encl  
Reservation Request Form

  
RONALD C. STEPHENS  
COL, SC  
Commanding

DISTRIBUTION:  
A

AREA II MWR ATHLETIC FIELD  
RESERVATION REQUEST FORM

<u>LAST NAME</u>	<u>FIRST</u>	<u>MI</u>	<u>RANK</u>
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STATUS:      SOFA      NON-SOFA

ORGANIZATION:

TELEPHONE:      CELL PHONE:

ATHLETIC FIELD REQUESTED AND PURPOSE:

DATE:      TIME:

TEAM ROSTER

<u>NAME</u>	<u>COUNTRY OF ORIGIN</u>	<u>ID CARD NUMBER/PASS PORT NUMBER</u>
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(If additional space required use reverse side/additional pages)

THE US GOVERNMENT WILL NOT BE HELD LIABLE FOR ANY INJURY THAT MAY OCCUR  
TO A NON-SOFA USER OF THIS ATHLETIC FIELD. NON-SOFA USERS MUST BE  
ACCOMPANIED BY THEIR SPONSOR AT ALL TIMES.

SPONSOR SIGNATURE:      DATE: